

SAS Meeting Minutes 8/15/18
9:00-10:00 am; 339 O'Shaughnessy Hall

Attending: Noelle Elliott, Cheryl Lee, ~~Jenny Peterson~~, Olivia Williamson, ~~Kristine Alumbaugh~~, and Christine Grandy, Tammy Kaczor, Jessica Likens, Kim Murray, and Marie Revak

Administration: Mo Marnocha, Michelle LaCourt and ~~Kim Patton~~

Meeting called to order at 9:00 am

Public Forum- No public forum topics.

Minutes

- The minutes of the previous meeting were approved.

Lunch and Learns

- September – ND Discounts (Julie Boser)
 - Olivia reached out twice. If Julie gets back to her, we will do this one in September.
- October – Generations (Kim Patton)
 - Waiting to hear back. Will try to confirm a date for October.
- November – Essential Oils
 - Olivia is meeting with essential oils educator on Thursday (8/16) to confirm a date in November.
- Other possible ideas: Get to Know the New Dean of A&L.

Breast Cancer Trivia Night 2018

- Date: Saturday, Oct. 20, 2018
- Location is St. Joseph High School – Contract has been confirmed. The charge is \$100.
- Possible conflict: Garth Brooks concert in the stadium has not been announced.
 - Other possible dates include away football game dates: October 6th. Marie will see if St. Joe is open that day.
- Cheryl and Olivia will go back to Leep Hall (St. Joe) and check on technology needs.
- Theme is decades. Need to think of award for best table (shareable prize)
- Bartenders: Marie will ask Eileen Barany. If unavailable, Jenny will look into other recommendations. Noelle will ask her husband as a backup.
 - SAS will buy alcohol and pay someone to legally serve.
- Duties:
 - MC: Cheryl
 - Questions: Cheryl and Olivia
 - Answer sheets: Olivia
 - Silent auction sheets: Kim
 - Marketing: Kristine
 - Trivia tallying: Olivia, Christine
 - Monitoring Silent Auction table: Jessica, Tammy

- Runners: Noelle and Tammy's children (Need 2-3)
- Need: donations.
 - Olivia has shared a Google doc with everyone to track donations. Will need to start acquiring donations. All donations are tax deductible. If you do collect a donation, be sure to track it on the Google sheet.
- Ideas for Heads or Tails game:
 - Who tweeted it?
 - Who said it?
 - If Mo is unavailable, will need someone to lead game.

Other Items

- Fall Break event: October 15-19
 - Start brainstorming ideas for events. Ideas discussed:
 - South Bend Civic Theater or other performance
 - Pigeon and the Hen pottery/other creative event (Olivia will follow up with Kristine.). Will look into pricing.
 - Tai Chi (Marie knows a group of people at ND) and self-defense classes (possibly NDSP) – Fall or Spring event
- Summer event at Unity Gardens went really well, despite the heat.
- Possibly have Dean Mustillo visit a SAS meeting.

Administration Updates

- Mo recommended inviting Dean Mustillo to one event, either a Lunch and Learn OR a SAS meeting. Mo thinks a SAS meeting would be a great opportunity for her to get to know what we do/share our agenda. Michelle suggested she visit during the 15-20 administration update period of the meeting. Possibly in October. Mo will talk to Karin Dale about dates.
- Trivia Night – we discussed the possibility of moving to October 6, pending the Garth Brooks concert. All forms for the contract have been signed, Mo will confirm they've been sent to St. Joe.
 - Mo will reach out to Controller's Office about best method of payment for silent auction (electronic option for payment would be best).
 - Purchasing alcohol is fine, but we need to consider what to do with the excess.
 - Can sell/return unopened items. Will have to eat cost of opened items.
- Discussed possibly having security do a training at a meeting or at a Lunch and Learn.

This was the first meeting of the semester. Next meeting T.B.D.

Minutes submitted by Jessica Likens 8/15/18